From: **Entry Level Programs**

s22 To:

Subject: OFFICIAL WELCOME to 2022 Graduate Program with the Department of Health [SEC=OFFICIAL]

Date: Monday, 7 February 2022 1:49:25 PM Attachments: department-of-health-organisational-chart.docx

department-of-health-operation-covid-shield-organisational-chart.pdf

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2022 Department of Health Graduate Program Induction Agenda.pdf State Office - 2022 Graduate Program - Duty Statement.DOCX

Dear \$22

We are extremely excited to Officially Welcome you today to the 2022 Graduate Program! We trust that you have met your Supervisor, received your laptop and arranged pass access to your relative building if required.

Please find attached some useful documents for your reference:

- Your Duty Statement
- Leedom of Informat • 2022 Department of Health Graduate Program Induction week program schedule
- Organisational chart
- COVID Shield Organisational chart

Below are some useful links that may be of interest to you:

- Working from Home Effectively
- Mental Health Awareness
- Sleep and Our Health
- Maintaining Motivation
- Managing Stress
- Building Resilience

If you have any questions please feel free to reach out to our team at any time.

HAPPY FIRST DAY

Employment Programs and Inclusion

People, Communications and Parliamentary Division | Corporate Operations Group Australian Government Department of Fealth

T: s22 | E: entrylevelprograms@health.gov.au



The Department of Health ecknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community.

Chis 40chine We pay our respects to them and their cultures, and to elders both past and present.



Secretary Dr Brendan Murphy

> EA - s22 EO -_{\$22}

The Hon Greg Hunt MP Minister for Health and Aged Care

Quality &

Assurance

Amy Laffan

Katie Holm

Choice &

Mel Metz

Strengthening

Transparency

Harmonisation &

Regulatory Strategy

Legislative Reform

Program Assurance

Chamandeep Chehl

Service Delivery

Helen Grinbergs

Network Transition

Navigation & Access

Taskforce

Philip Brown

Chloe Stoddart

Preparedness &

Jacob Madden A/g

Aged Care COVID-19

Emergency

Response

Consumer

Vaccine

Manager

Manager

Manager

Manager

Engagement

Chris Jeacle

Lisa Peterson

ACT/NSW State

Sarah Rumble

VIC/TAS State

Natalie Bekis

Nicole Jarvis

SA/WA State

Prigid Dohnt

QLD/NT State

Josh Maldon

Senator the Hon Richard Colbeck

Minister for Senior Australians and Aged Care Services and the Minister for Sport

The Hon Dr David Gillespie MP Minister for Regional Health and Minister Assisting the Minister for Trade and

The Hon **David Coleman MP** Investment (Deputy Leader of the House)

Assistant Minister to the Prime Minister for Mental Health and Suicide Prevention

Health Products Regulation Adi. Prof. John Skerritt

Medicines

Regulation Prescription Medicines

Authorisation Dr Tony Gill Complementary & OTC Medicines

Pharmacovigilance Elspeth Kay Scientific Evaluation

Dr Chervl McRae

s22 International Regulatory Michael Wiseman

Medical Devices & Product Quality Tracey Duffy

Medical Devices Authorisation

Medical Devices Surveillance Kate McCauley Laboratories

Dr Lisa Kerr

Manufacturing Quality Jenny Burnett

Regulatory Practice & Support Gillian Mitchell

Regulatory Engagement

Drug Control Regulatory Compliance Nicole McLay

Regulatory Services &

Principal Legal and Policy Adviser / Regulatory Legal Bridget Gilmour-Walsh

FOI 3860

Chief Medical Officer Prof. Paul Kelly

Deputy Chief Medical Officers

> Prof. Michael Kidd Dr Ruth Vine

(Mental Health)

Dr Sonya Bennett

Dr Stephanie Davis A/g

Chief Nursing & Midwifery Officer Prof. Alison McMillan

Office of Health Protection & Response Mary Wood

Health Emergency Management Carolyn Paterson Public Health and

Surveillance Megan Lancaster **Health Protection** Policy & **Environmental Health**

Lara Purdy Communicable Diseases **Emily Harper**

National Medical Stockpile Taskforce Sarah Norris

Medical & Scientific **Advisory Unit** Dr Catherine Kelaher

Ageing & Aged Care Michael Lve

> Reform Implementation Ross Hawkins Reform Impleme

& Governance Grea Keen ICT Strategy & **Business Assurance**

Sharon McCarter System Policy & Evidence Greg Pugh A/g

Home & Residential Dr Nick Hartland

Support at Home Reform Nick Morgan Home Support Operations

Russell Herald Home Care &

Rebecca Richardson **Residential Care Funding Reform**

Mark Richardson Funding Operations & Analysis James Bensor

Market & Workforce Eliza Strapp

> Dementia, Diversity & Design

Aged Care Indigenous Engagement

Indigenous & Thin Markets George Masri

Structural Adjustment Strategy Jessica Evans

Structural Adjustment Operations Ingrid Leonard Younger People in

Residential Aged Care Alice Creelman Workforce Emma Gleeson

Primary & **Community Care** Tania Rishniw

Indigenous Health Gavin Matthews

Primary Health Care & Community Control Lara Musgrave

Policy, Partnerships & Performance Mel Turner

Child. Family & Preventive Health Ben Mudaliar

Cancer, Hearing & Program Support

National Cancer Screening Register Andrew Gately

Cancer, Policy & Services Clare Howlett

Hearing Services Chris Carlile

Population Health

Preventive Health Policy Tiali Goodchild

Alcohol, Tobacco & Other Drugs Angela Wallbank Belinda Roberto

Immunisation & Communicable Disease.

Nichicias Stoney

Primary Care

Primary Health & Palliative Care Kelly Fisher

Primary Health Networks David Ness

Chief Allied Health Officer, Allied Health & Service Integration Assoc Prof. Anne-Marie Boxall

Primary Health Care Reform Taskforce Andrew Simpson

Primary Care Living with COVID Taskforce Chris Bedford

Mental Health Mark Roddam

Mental Health Services & Evidence A/a

Mental Health Supports Anthea Raven

Mental Health Reform Ariane Hermann Suicide Prevention & Digital

Sarah Hawke

Head to Health Terri Dreyer

Mental Health Data and Evidence A/g s22

Document 3

Health Resourcing Penny Shakespeare

Benefits, Integrity & Digital Health

Compliance Enforcement & Professional Review Stefanie Janiec

Compliance Sean Lane **Compliance Audit**

Hongxia Jin Provider Support

& Systems Dr Harry Rothenfluh Digital Health & Services Australia

Medical Penefits Travis Haslam A/g

s22

MUS Policy & Specialist Nigel Murray

Diagnostic Imaging & Pathology Renave Lucchese MBS Review Unit

Louise Riley Private Health

Industry **COVID-19 Vaccine Claims** Scheme Taskforce s22

Technology Assessment & Access Adriana Platona Pricing & PBS Policy

Office of Health Technology Assessment Policy

s22 Pharmacy David Laffan

Office of Health Technology Assessment Natasha Ploenge

Prostheses List Reform Taskforce Elizabeth Flynn

Health Workforce Matthew Williams

> **Medical Officer** Adj Prof Andrew Singer

Health Training

Health Workforce Reform

Health Workforce Surge Taskforce s22

Rural Access

Louise Clarke

Strategy Evidence & Research Paul McBride A/a

Health Economics & Research Phillip Gould

Research Office Masha Somi CEO Health Economics Jo Da Rocha & Modeiling

Allyson Essex Data & Analytics s22

Portfolio Strategies Bronwyn Field

Health & Medical

Health Infrastructure Strategic Policy

Clare Firth International Strategies Services

National Health Reform Fifine Cahill

Rapid Antigen Testing s22

Onshore Manufacturing s22

Corporate Operations Charles Wann

Office for Sport Andrew Godkin

Major Events Program & Policy

Financial Management Paul McCormack

Finance Branch David Hicks

Budget Branch

Thea Connolly Financial Business

Support Bernard Philbrick Corporate & Financial Stewart Munro

Streamlining Grants Craig Chalmers

Litigation

Miriam Moore

Parliamentary

Rachel Balmanno

Jodie Grieve A/g

Ministerial &

Emma Wood

People Branch

Legal & Assurance Jackie Davis

Corporate Assurance

Legal Advice & Legislation Stephen Bouwhuis Corporate, Commercial &

Systems s22

Statutory

Information Technology Strategy Sourcing &

Lezah Rushtor

Corporate

Applications

Analytics & Reporting

Terry Green

Delivery Ian Scensor Portfolio Delivery

Compliance

Commissioner

Dale Naugton Corporate Commercial

Operations Commissioner Infrastructure Janet Anderson Luke Stines

Chief Technology Dayne Da Pozzo

Digital Transformation & Delivery

Fay Flevaras Aged Care Funding Reform and Systems Brian Schumache

Aged Care

Transformation Quality Garth McDonald Aged Care Services and Sustainability

Damien Hobbin Health Business Office Holders

Office of the Gene Technology Regulator Dr Raj Bhula

Evaluation Dr Michael Dornbusch

Regulatory Practice &

Aged Care Pricing David Weiss

Aged Care Quality & Safety

Office of **Chemical Safety**

Graeme Barden Industrial Chemicals

A/q

TBA

National Rural Health Commissioner Dr Ruth Stewart

> **National Sports** Tribunal John Boultbee **National Sport Tribunal**

People Communication & Parliamentary Support

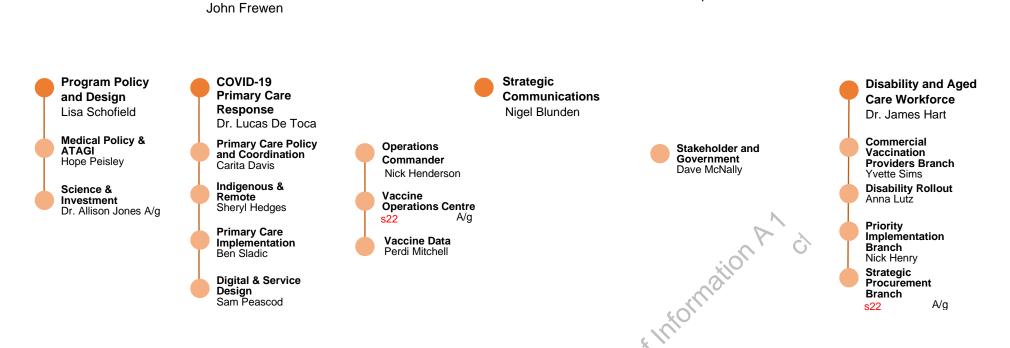
Robyn White Communication & Change A/g

Public Information Stephanie Hodson **New Ways of Working**

Aged Care Communication 8 Change Mel Evans

Organisational Chart

Monday, 20 December 2021



Deputy Coordinator General

Teena Blewitt

Chief of Staff

Ben Peoples

Coordinator General

LTGEN



Ament of Health Le Program Lition Week Please note – all times are for Canberra, please sajust for your location This document, was raised and under the land of the land



Monday 7 February 2022		
Time	Event	
9.00am	Registration, equipment collection and meet your supervisor/team member (please refer to the attached Laptop/Pass schedule for your scheduled time)	
12.00pm	Start navigating the Intranet and Webex	
Tuesday 8 February 2022		
Time	Event	
11.00am	Acknowledgement of Country and Official Opening Robyn White, Assistant Secretary, People Branch	
11.30am	Introduction to the Department of Health and the Graduate Program Entry Level Programs Team, People Branch	
12.30pm	Breakout session get to know your cohort	
12.45pm	Lunch	
1.30pm	People Matters Punel Members from the People Branch	
	Wednesday 9 February 2022	
Time	Event	
11.45am	Security Security Areas of the Department	
12.15	Breakout Session	
	Get to know your cohort	
12.30	Lunch	





2.30pm	Sponsor Address Stefanie Janiec, Assistant Secretary, Compliance Enforcement and Professional Review Branch David Hicks, Assistant Secretary, Finance Branch	
Thursday 10 February 2022		
Time	Event	
11.00am	Health Networks Pride Network Gender Equality Network Culturally and Linguistically Diverse Network Disability and Carers Network National Aboriginal and Torres Strait Islander Staff Network	
12.00pm	Community and Public Sector Union Optional event	
Friday 11 February 2022		
Time	Event	
11.00am	2021 Graduate Alumni Panel	



2022 Graduate Program Duty Statement

Position Details

Division	Service Delivery Division
Branch	SA/WA Branch
Section	Aged Care and Health Engmt 5N
Location (Physical Address)	WA State Office
Contact Person (if Graduates	
have further questions about the	
role, team culture, etc.)	
Supervisor Name	
Position Number	

Role and Duties Overview

The following roles and divies are generic to your role as an APS3 Employee in the Public Service. A detailed role description will be provided upon commencement of your employment.

- Undertake specialist, procedural, clerical, administrative support or operational tasks including some basic research and analysis activities.
- May include public contact.
- Working under limited supervision and supporting lower level employees where applicable.
- Conducting research and providing advice to more senior staff.
- Having responsibility for planning own work goals and priorities that align with that of the team and Branch.

Employment Pathways
People Branch
People, Communications and Parliamentary Division